

## MEMORANDUM FOR Travel Approving Officials

SUBJECT: TDY Calls to Home, Laundry/Dry-Cleaning and Use of Private Vehicle

1. This memorandum is to provide guidelines for travel approving officials on traveler phone calls to home or family, reimbursement of laundry/dry-cleaning expenses and use of private vehicle during TDY. The travel approving official can modify as required within Joint Travel Regulation, Volume 2, Appendix O.

2. **Traveler Phone Calls to Home/Family during TDY.** The simplified travel guidelines allow the Travel Approving Official to authorize the traveler to make certain calls to home or family as in the government's best interest. The district has two different methods for accomplishing this.

a. Using FTS Federal Calling Card. The FTS federal calling card, as most advantageous to the government, should be used by employees on TDY. Effective 1 January 2000, all frequent travelers (those that travel two or more times per year) are to use the calling card. No reimbursement for phone calls is authorized after that date for frequent travelers who do not use the card. Cards should be requested through supervisory channels. When using the FTS federal calling card, the district's guideline for supervisor's consideration when authorizing telephone calls to home/family during CONUS/OCONUS TDY is 5 minutes per overnight stay, NTE 35 minutes for 7 consecutive days of TDY. The supervisor must certify the calls as official business during the monthly distribution of the district's FTS bill and may request the traveler use DA Form 360 to log calls.

b. Reimbursement through Travel Voucher. This method may be authorized only for non-frequent CONUS travelers. The district's guideline for supervisors' consideration when authorizing phone calls to home/family during TDY is \$3 per overnight stay, NTE \$12 maximum for 7 consecutive days of TDY. Maximum dollar amount authorized for reimbursable calls must be in the Travel Order. This

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cost is a Miscellaneous Expense. List the actual total cost in the reimbursable expense section of traveler's travel voucher, with a brief description of the calls in the remarks section and indicate the traveler is an infrequent traveler.

3. **Laundry/Dry-Cleaning Reimbursement.** The Joint Travel Regulation states civilians on TDY at least four consecutive nights may claim laundry, dry-cleaning and pressing of clothing as reimbursable expenses. This expense must be incurred during the TDY and authorized on the travel order. The district's guideline for Travel Approving Official's consideration when authorizing this expense is \$5 per night, not to exceed \$25 maximum for seven consecutive days of TDY. Laundry, dry-cleaning and pressing of clothing is a Miscellaneous Expense when claimed on traveler's travel voucher.

4. **Use of Private Vehicle.** The simplified travel guidelines allow the following rates of reimbursement for private vehicles.

a. Approved by the Travel Approving Official. When approved as the best way for travel to be performed, reimbursement is authorized at the standard rate of 31 cents per mile for the distance between duty locations or home and TDY locations, including vicinity mileage.

b. Not approved by Travel Approving Official. When not approved to use a private vehicle and one is used anyway, reimbursement is authorized at the standard rate of 31 cents per mile, not to exceed the should-cost estimate for the approved transportation (i.e., plane or government vehicle). Reimbursement will not be authorized if a government-furnished vehicle is making the same trip. A list of costs for government vehicles is at Enclosure 1. Examples of should-cost estimates are at Enclosure 2.

Encls

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MAJ, EN  
Deputy Commander

### **Examples of Should-Cost Estimates**

1. Situation. If two employees are going on TDY to the same location at the same time, the supervisor authorizes use of government vehicle as most advantageous to the government. One employee decides he/she will take a private vehicle.

Action. The employee driving his/her private vehicle will be reimbursed \$0 because there was a government vehicle going and they would have been considered as the passenger in the government vehicle.

2. Situation. If only one employee is traveling, a government vehicle is available, the supervisor authorizes use of government vehicle as most advantageous to the government, and the traveler wants to take his/her personal vehicle for his/her own convenience

Action. The employee will be reimbursed at the standard rate per mile of the government vehicle he/she would have taken or at \$0.31 cents per mile whichever is less.

3. Situation. If the Approving Official decides the use of the private vehicle would be more advantageous to the government (cheaper than the standard rate for the government vehicle or it would be more advantageous to the government for the employee to leave from their domicile).

Action. The employee will be reimbursed at \$0.31 mile.

4. Situation. If the Approving Official decides the use of commercial airlines would be more advantageous to the government and the employee wants to take their personal vehicle.

Action. The employee will be reimbursed at \$0.31 per mile up to the cost of the airfare and in-and-around transportation (i.e., taxi, bus, or rental car, if authorized).

### **Costs of Government Vehicles**

All amounts are per mile

Sedans	0.30	Station Wagon	0.30
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All other vehicle types cost are more than \$0.31 per mile.